

**BLENDON TOWNSHIP  
BUILDING PERMIT APPLICATION**

7161 72<sup>nd</sup> Ave. Hudsonville, Mi. 49426  
616-875-7707 / Fax 616-875-7034

Applicant to complete all items in Section I, II, III, IV, V

**Note: Separate applications must be completed for plumbing, mechanical and electrical permits**

I – Project Information - Date: \_\_\_\_\_  
Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

Post Office: \_\_\_\_\_ Tax Parcel # 70-13-

II - Identification

A – Owner or Lessee

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

B – Architect or Engineer

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

License Number \_\_\_\_\_ Exp Date \_\_\_\_\_ Fax # \_\_\_\_\_

C – Contractor

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Builders License Number \_\_\_\_\_ Exp Date \_\_\_\_\_ Fax \_\_\_\_\_

Federal Employer ID Number or Reason for Exemption \_\_\_\_\_

Workers Comp. Insurance Carrier or Reason for Exemption \_\_\_\_\_

MESC Employer Number or Reason for Exemption \_\_\_\_\_

III – Type of Improvement and Plan Review

A – Type of Improvement

\_\_\_ New Building      \_\_\_ Repair      \_\_\_ Addition      \_\_\_ Remodel

\_\_\_ Demolition      \_\_\_ Foundation Only      \_\_\_ Mobile Home      \_\_\_ Sign

\_\_\_ Swimming Pool

B – Review(s) To Be Performed (Commercial/Industrial)

\_\_\_ Building      \_\_\_ Electrical      \_\_\_ Mechanical

\_\_\_ Plumbing      \_\_\_ Foundation      \_\_\_ Fire Protection

#### IV – Proposed Use of Building

##### A – Residential

###### Description

☐ One Family      ☐ Two Family      ☐ Three or More Family  
☐ Residential Accessory Building      ☐ Attached Garage  
☐ Detached Garage      ☐ Other \_\_\_\_\_

##### B – Commercial/Industrial

☐ Amusement Recreation    ☐ Hospital Institutional      ☐ Store, Merchantile  
☐ Church/Religious Bldg    ☐ Office, Bank, Professional    ☐ Tanks, Towers  
☐ Industrial      ☐ Public Utility      ☐ Service Station  
☐ Restaurant      ☐ Other-Describe \_\_\_\_\_

Number of Stories \_\_\_\_\_ Number of Occupants \_\_\_\_\_

Construction Type \_\_\_\_\_ Use Group \_\_\_\_\_

##### C – Specifications

###### Construction Type

☐ Wood Frame      ☐ Structural Steel      ☐ Masonry  
☐ Reinforced Concrete      ☐ Other –Describe \_\_\_\_\_

###### Foundation Type

☐ Concrete      ☐ Wolmanized Wood      ☐ Other – Describe \_\_\_\_\_

###### Building Size

Width \_\_\_\_\_ feet    Length \_\_\_\_\_ feet    Height \_\_\_\_\_ feet

###### Structural Square Feet

1<sup>st</sup> Floor \_\_\_\_\_ sq feet    2<sup>nd</sup> Floor \_\_\_\_\_ sq. feet    3<sup>rd</sup> Floor \_\_\_\_\_ sq. feet

Finished Basement sq feet \_\_\_\_\_ Attached Garage sq feet \_\_\_\_\_

Area to be Remodeled \_\_\_\_\_ sq. feet

###### Heating and Cooling

Principal Fuel    ☐ Gas      ☐ Oil      ☐ Electric    Other-Describe \_\_\_\_\_

Type of Unit    ☐ Forced Air    ☐ Hot Water    ☐ In Floor Heat (Basement)

Air Conditioning    ☐ Yes    ☐ No    ☐ SEER

#### Estimated cost of erecting, repairing, or remodeling (including cost of plumbing, heating, electrical

wiring and all material and labor whether by owner or contract):

\$ \_\_\_\_\_ **MINIMUM REQUIREMENTS FOR PLAN SUBMITTALS**

## V – Applicant Information and Signature

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Applicant Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

I hereby certify that the owner of record authorizes the proposed work, and that I have been authorized by the owner to make the application as his/her authorized agent, and agree to conform to all applicable laws of the State of Michigan and the Township of Blendon. All information submitted on this application is accurate to the best of my knowledge.

Section 23a of the state construction code act of 1972, 1972 PA230, MCL 125.1523 A prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.

I assume responsibility for contacting the township for all required inspections for the permit(s) requested.

Applicant Signature \_\_\_\_\_

### **SURVEY IS REQUIRED TO BE PRESENTED TO ZONING OFFICIAL PRIOR TO START OF ROUGH – IN**

Survey: The property owner or permit applicant for a residential structure shall provide to the inspections department a wall survey prepared by a licensed survey. No construction beyond foundation walls shall be allowed until the Township Building Inspector verifies setback requirements have been satisfied.

- Surveys shall include all set back and minimum building elevations as established
- **The builder shall be responsible for compliance of set backs & minimum building elevations.**

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## VI – Validation – for Building Inspector Use Only

Use Group \_\_\_\_\_ Base Fee \_\_\_\_\_

Type of Construction \_\_\_\_\_ Number of Inspections \_\_\_\_\_

Square Feet \_\_\_\_\_

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

## **BUILDING PERMIT CHECKLIST FOR SINGLE AND TWO FAMILY CONSTRUCTION**

- + Two (2) complete sets of blueprints, including front, rear and side elevations, foundation and floor plans, and sectional drawing
- + Legal survey of the lot and site plan, including:
  1. Location of the home on the lot with front, rear and side yard setbacks.
  2. Deed Restrictions and/or Easements.
  3. Sub-Division Restrictions.
  4. Zoning District.
- + Private Utilities
  1. Well and Septic Permit from Ottawa County Environmental Health Dept. (800-764-4111).
- + Driveway Permit from the Ottawa County Road Commission (616-842-5400).
- + SESC Permit from the Ottawa County Drain Commission (616-846-8220).
- + Engineering details and specs on all pre-engineered building components, including roof and floor trusses, pre-cast concrete members etc.
- + Address assignment for homes built outside an approved sub-division will be given by the Building Dept or Zoning Administrator.
- + Michigan Energy Code

### **ZONING COMPLIANCE APPLICATION REQUIRED WITH PERMIT APPLICATION**

The building permit usually takes two (2) to three (3) days to process after all of the above information is submitted. It is the responsibility of the applicant to be aware of code requirements and inspection procedures.

- + All inspection requests are to be called into the appropriate inspector.

Electrical Inspections	1-616-396-1448
Plumbing Inspections	1-616-399-6924
Mechanical Inspections	1-616-554-0325
Building Inspections	1-616-875-7707 Ext. 25
- + When calling for inspections, the building permit number, trade permit number, jobsite address, name and telephone number of the person requesting the inspection, and how to access the building must be included.
- + In the event there are items to be corrected, the inspectors will leave a field correction notice with the building permit posted on the site. An additional fee for each re-inspection will be charged to the contractor.
- + All Building Permits must be displayed on the job site.

If you have any questions or comments regarding this procedure please call me at 616-875-7707 Ext 25.

## Permit Holder Responsibilities

Part of the building process is identifying the job location and having inspections done at specific stages of construction. Before the inspector can begin inspecting the job the following must be done by the permit holder:

- \_\_\_\_\_ 1. The lot and the building location must be staked so the inspector can verify the location of the forms and footings relative to the lot lines.
- \_\_\_\_\_ 2. The permit must be posted and visible from the road.
- \_\_\_\_\_ 3. A street number or a sign indicating the owner or contractor's name must identify the location. (Hand painted numbers or signs is permitted).

### Inspections

There are a number of inspections required in each of the four codes (building, electrical, mechanical, and plumbing); therefore, **you must call** us when you are ready for each type of inspection. Work **must not proceed** before the job is **inspected** and **approved** to continue. The required visual inspections are:

#### BUILDING;

\_\_\_\_\_ Foundation – when the footings and wall are in and the foundation is stoned and tiled.

\_\_\_\_\_ Rough-in \_ when framing is completed, **BEFORE** insulation and drywall, **AFTER** electrical, plumbing, and mechanical inspections are completed.

\_\_\_\_\_ Final \_ when project is complete and ready for occupancy, and **AFTER** electrical, plumbing, and mechanical final inspections.

#### ELECTRICAL;

\_\_\_\_\_ Temporary Service – when temporary service is complete and ready for hookup.

\_\_\_\_\_ Permanent Service \_ when permanent service is complete and ready for hookup.

\_\_\_\_\_ Rough –In \_ **BEFORE** insulating or dry walling, when wiring which will be hidden is complete.

\_\_\_\_\_ Final \_ when all fixtures are set, plates are on and the building is ready to be occupied.

#### MECHANICAL;

\_\_\_\_\_ Underground – if anything is to be covered by dirt or concrete.

\_\_\_\_\_ Rough-in - anything is in walls (including ducts or chimneys) **BEFORE** dry walling.

\_\_\_\_\_ Final - when furnace and/or air conditioning are completed and operating and you are ready to occupy.

## PLUMBING;

\_\_\_\_\_ Underground – when pipes are all run in ground, **BEFORE** you backfill or pour concrete.

\_\_\_\_\_ Rough-In - when pipes are all run in walls, **BEFORE** dry walling, also drainage lines in ceiling of basement **BEFORE** COVERING.

\_\_\_\_\_ Final - when fixtures are all set and operating and you are ready to occupy.

PLEASE, remember each job is different and goes at a different pace. Therefore, we have no idea when you are ready for any inspections unless you call us and let us know. Also, please make sure that you are actually ready for the inspection, because extra trips by the inspector will cost you an extra fee.

Thank you and good luck with your project.

## CONTRACTOR REGISTRATION FORM

Names that appears on the License: \_\_\_\_\_

If a Corporation, Name of Qualifying Officer: \_\_\_\_\_

Address that appears on license: \_\_\_\_\_

\_\_\_\_\_

E – mail Address: \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Federal Employer ID # or Reason for Exemption: \_\_\_\_\_

MESC Employer # or reason for Exemption: \_\_\_\_\_

Worker's Comp Insurance Carrier: \_\_\_\_\_

Signature of License Holder \_\_\_\_\_ Date \_\_\_\_\_

### Check all that apply

- ☐ Building
- ☐ Electric
- ☐ Plumbing
- ☐ Heating
- ☐ Cooling
- ☐ Repairs & Alternation

### Check one that applies

- ☐ Corporation
- ☐ Sole Proprietor
- ☐ Partner

**PLEASE ATTACH A COPY OF YOUR CURRENT CONTRACTORS  
LICENSE**